

DEPARTMENT OF THE ARMY
414TH BASE SUPPORT BATTALION
UNIT 20193 BOX 0003
APO AE 09165-0003

AETV-HUG-H-ZS (608-1)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Standard Operating Procedures (SOP) for Relocation
Assistance Coordinating Committee (RACC)

1. REFERENCE: AR 608-1, 1 Oct 99, Army Community Service Center.
2. PURPOSE: Establish guidelines and procedures governing the RACC. Relocation was identified as the number one issue of concern for Army families in the 1996 Family Action Plan. The uncertainty associated with the relocation process adversely impacts readiness and retention. The RACC is established to coordinate and facilitate interagency cooperation and create greater support for relocating military personnel and the Total Army Family.
3. SCOPE: This SOP is applicable to all members of the RACC within the 414th Base Support Battalion (BSB).
4. MEMBERSHIP: The following are appointed RACC members:
 - 414th BSB Executive Officer (BASE OPS), Chairperson
 - Relocation Program Manager, Army Community Service,
 - Co-Chairperson
 - Commander, 39th Finance Battalion
 - Commander, Hanau Health Clinic
 - Commander, 55th Personnel Support Battalion
 - 414th BSB Chaplain
 - First Sergeant, Inprocessing Training Center
 - General Manager, AAFES Hanau
 - Director, Hanau Civilian Personnel Advisory Center
 - Director, Directorate of Public Works
 - Director, Transportation Office
 - Director, Hanau Education Center
 - Director, Child Development Services

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Director, Youth Services
Manager, Central Processing Facility
Manager, Hanau Guesthouse

5. RESPONSIBILITIES:

a. Support the relocation program through attendance at RACC meetings.

b. Provide expertise in respective area of responsibility.

c. Develop and annually revise a comprehensive relocation assistance plan that addresses the following topics:

(1) Elements and functions of relocation assistance provided by each installation activity.

(2) Training requirements for all relocation services providers.

(3) Evaluation plan to ensure relocation assistance is accessible, effective and responsive to the specific needs of the Army Family.

d. Participate and offer creative solutions to relocation issues and problems.

6. PROCEDURES:

a. The RACC will meet on the third Thursday of every odd numbered month.

b. The RACC SOP will be reviewed and updated annually.

c. Minutes will be taken and prepared by the recorder. First draft of the minutes will be emailed to the RACC members for approval of content. Changes must be returned to the recorder within five working days. The official minutes will be sent to the 414th BSB Commander or his authorized representative for approval.

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7. Point of contact is the Army Community Service Relocation
Program Manager, 322-8963/8965.

RUSSEL D. SANTALA
LTC, AD
Commanding

DISTRIBUTION:

CDR, 39TH FINANCE BATTALION
CDR, HANAU HEALTH CLINIC
CDR, 55TH PERSONNEL SUPPORT BATTALION
414TH BSB CHAPLAIN
1SG, ITC
414TH BSB EXECUTIVE ASSISTANT (BASE OPS)
GENERAL MGR, AAFES HANAU
DIR, HANAU CPAC
DIR, DPW
DIR, TRANSPORTATION OFFICE
DIR, HANAU EDUCATION CENTER
DIR, CDS
DIR, YS
MGR, CPF
MGR, HANAU GUEST HOUSE